

Name: _____

Graphic Communications/Printing

Directions:

Evaluate the student by checking the appropriate number to indicate the degree of competency.

Rating Scale (0-6):

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
- 1 Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance
- 2 Partial Demonstration** – met some of the knowledge or performance criteria with or without minor assistance
- 3 Knowledge Demonstrated** – met knowledge criteria without assistance at least once
- 4 Performance Demonstrated** – met performance criteria without assistance at least once
- 5 Repetitive Demonstration** – met performance and/or knowledge criteria without assistance on multiple occasions
- 6 Mastered** – successfully applied knowledge or skills in this area to solve related problems independently

NOTE:

* = Essential competencies (essential for the first day on the job).

NOTE: Skill standards were coordinated nationally by GATF; see accompanying performance indicator document for more information.

0	1	2	3	4	5	6	A. Appreciate and apply all personal and workplace safety procedures	GATF
							*1. Demonstrate laboratory safety	
							*2. Demonstrate toxic chemical safety	
							*3. Apply Material Safety Data Sheet (MSDS) requirements	
							*4. Apply basic first-aid techniques	
							*5. Comprehend local, state, and federal guidelines and effects on the printing industry (e.g., OSHA)	
							Other:	

0	1	2	3	4	5	6	B. Plan and process job orders	GATF
							*1. Check specifications and planning	
							2. Estimate job costs (e.g., space and utilities, labor and supplies, web vs. sheet fed)	
							3. Compute customer's cost (planning, scheduling)	
							4. Compare estimates with actual production costs	
							Other:	

0	1	2	3	4	5	6	C. Prepare customer layouts (conventional)	GATF
							*1. Prepare a rough layout	
							*2. Indicate to layout person how photographs and headings are to be printed	
							*3. Indicate percentage of enlargement or reduction required on photos	
							*4. Indicate typefaces and point sizes to be used	
							*5. Make dummy layout of multi-page printed product for signature specifications	
							*6. Indicate crop marks for pictures	

								7. Produce a comprehensive layout	
								8. Revise layouts to customer specifications	
								9. Secure photocopied proofs in position on comprehensive layout	
								Other:	

0	1	2	3	4	5	6	D. Apply typography to printing jobs	GATF
							*1. Measure copy/ text in points and picas using a line gauge	
							2. Identify x-height, base-line, ascenders, descenders, and their roles in measuring and designing with type	
							*3. Identify caps, lowercase, uppercase, small caps, and ligatures	
							4. Identify dingbats, bullets, rules, and symbols and their uses in publications	
							*5. Distinguish between display (headline) type and body (text) type by their point sizes and styles	
							*6. Explain the basic type styles and their uses	
							7. Explain the “weight” and “posture” of type	
							8. Define fonts and families	
							9. Explain letterspacing and kerning of type characters	
							10. Explain word spacing and the relation of em and en in paragraph spacing	
							11. Define line spacing and explain the measurement principles for the leading of text	
							*12. Define type arrangements: flush left/ragged right, flush right/ragged left, centered and justified	
							Other:	

0	1	2	3	4	5	6	E. Perform electronic imaging operations	GATF
							<i>Explain and demonstrate basic electronic imaging operations</i>	
							*1. Apply production information on a job jacket/ticket	
							2. Demonstrate the basic principles of design (e.g., unity, contrast, page proportions, balance, etc.) on a given project	
							*3. Identify the four basic process colors and kinds of color printing	
							*4. Identify basic desktop publishing equipment	
							5. Explain the limitations and capabilities of desktop publishing	
							6. Explain the difference in quality of imagesetter output and laser printer output	
							*7. Distinguish between word processing, page layout and graphic software (e.g., Photoshop, Illustrator, Pagemaker, Quark)	
							*8. Demonstrate file management operations for opening, copying, saving, and deleting files	

										*9. Prepare layouts incorporating appropriate marks (e.g., gutters, register marks, fold lines)	
										10. Prepare a dummy for a multipage signature	
										<i>Demonstrate scanning and graphics program procedures</i>	
										*11. Operate scanner/program for line artwork	
										*12. Operate scanner/program for continuous/halftone copy	
										*13. Activate a graphics-generating program and demonstrate a functional knowledge of commands/codes/menus/hand tools and procedures for their uses	
										14. Draw a design appropriate for a given job using a graphics program	
										15. Create a design using tints, fills and paint for a given job using a graphics program	
										16. Create a design using manipulated type (rotated, circled, extended, etc.) for a publication	
										17. Trace a drawing/photograph using a graphics program	
										<i>Layout a page consistent with industry standards</i>	
										*18. Select appropriate page layout software for a given job	
										*19. Activate a page layout program and demonstrate a functional knowledge of computer commands/codes/menus/palette for the software in use	
										*20. Demonstrate text alignment, element positioning and rules of page design for printed matter	
										*21. Set up column grids for electronic page layout according to job specifications	
										*22. Set up/select appropriate pagination for a given job	
										*23. Set text with appropriate margins, formatting, gutters, leading, headings, page cross overs, etc.	
										*24. Flow copy from word processing program to page layout program according to job specifications	
										*25. Proofread, edit, and make corrections/adjustments to copy on screen	
										26. Download fonts	
										*27. Place graphics/scanned images from an existing file into a publication	
										28. Crop graphics electronically	
										29. Create a two-sided, three-panel brochure using graphics and text for publication	
										30. Create a four-page newsletter using windows, blocks, text, graphics, frames, and headings	
										31. Create a two-page newsletter using kerned letters for paragraph openings, wraparounds (runarounds) and graphics	
										32. Create a printed piece using tints, reverses and manipulated type for effect	
										33. Produce a multicolor flyer using electronic spot color separations	
										34. Produce a trapped element indicating trap settings	

							Other:	
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0	1	2	3	4	5	6	F. Operate a process camera	GATF
							1. Clean and maintain camera and darkroom areas	Acq1.2
							2. Sort work to be photographed into line, halftone and color copy	Acq1.1
							3. Make exposure tests (line exposure)	Acq1.1
							4. Use camera filters if necessary for appropriate color copy	Acq1.1
							5. Expose line work with high-contrast film	Acq1.1
							6. Determine basic density range of screen	Acq1.1
							7. Determine density range of continuous tone copy with densitometer or gray scale	Acq1.1
							8. Determine exposures through use of halftone calculator or computer-integrated system	Acq1.1
							9. Expose photograph using high-contrast film and contact halftone screen	Acq1.1
							10. Use duplicating film	
							Other:	

0	1	2	3	4	5	6	G. Process film consistent with industry and safety standards	
							1. Mix processing chemicals	Acq1.1
							*2. Develop film to proper density	Acq1.1
							3. Inspect negative for quality and density	Acq1.1
							4. Run and evaluate test strip from automatic film processor	Acq1.1
							5. Process negative using automatic film processor	Acq1.1
							*6. Inspect negatives for density, quality, and size	Acq1.1
							Other:	

0	1	2	3	4	5	6	H. Perform contact printing	GATF
							1. Make exposure tests on a contact frame with duplicating and contact film	
							2. Make a contact print or positive by the contact method	
							3. Expose for reverse choke and spreads by contact printing	
							4. Expose combination negatives with pin register by contact printing	
							5. Use of daylight contacting and duplicating films	
							Other:	

0	1	2	3	4	5	6	I. Perform conventional image assembly operations	GATF
							*1. Create multiple exposures incorporating the register punch system	
							*2. Draw all reference and centering lines on the masking sheets	
							*3. Check negatives against dummy layout	O4.1.1
							*4. Tape negatives in position on flat (imposition) and label	O4.1.3
							*5. Open all areas of material to be printed	
							*6. Opaque imperfections on negative	
							*7. Place and secure halftones and screen tints	
							*8. Add registration marks and trim marks	
							*9. Inspect finished flat for accuracy	
							*10. Check flat against copy and dummy layout	O4.2.1
							Other:	

0	1	2	3	4	5	6	J. Prepare, present, and analyze proofs	GATF
							*1. Make a silverprint or blueline proof in a vacuum frame	
							2. Identify color proofing systems and their differences	O3.2.1
							3. Explain the importance of proofing	O3.1.1
							4. Show proofs to customers	
							5. Make changes and corrections to flat	
							6. Make revised proofs	
							7. Create a digital proof for pre-imaging inspection	
							Other:	

0	1	2	3	4	5	6	K. Create plates consistent with industry and safety standards	GATF
							*1. Check flat for imperfections, scratches, blocked images, and imposition	
							*2. Position flat and expose plate using single or multiple burns	O6.1.5
							3. Test and maintain chemicals for proper development	O6.1.4
							4. Maintain plate processor	O6.2.1
							5. Delete images from plate	
							6. Inspect plate for accuracy and quality	O6.1.6
							7. Preserve plate for future use	O6.1.6
							Other:	

0	1	2	3	4	5	6	L. Operate and maintain a press consistent with industry and safety standards	GATF
							*1. Describe major parts and systems of an offset printing unit	
							2. Make ready dampening system	P1
							3. Measure and mix dampening fountain solution	P1
							4. Maintain pH/conductivity in fountain solution	P1
							*5. Change and/or adjust feeder and delivery for different sheets and set guides accordingly	PTS2, 3
							6. Air, jog, and condition paper	PTS4
							*7. Load stock into press feeder	PTS5
							*8. Mount plate on press	
							*9. Adjust impression to caliper of paper	
							10. Inspect and pack blanket and plate cylinders	
							*11. Put dampening fountain solution in press	
							12. Change dampening roller covers	
							13. Set dampening form rollers	
							*14. Ink up press	I1,2
							15. Clean gum off metal plate with water	
							*16. Square image up on paper	
							*17. Adjust ink fountain screws and maintain color	P3, P8, P9
							*18. Register printing images to each other	P8, P10
							19. Set ink form rollers and vibrator roller to appropriate pressure	
							*20. Use reflection densitometer to measure ink density	I5, QC2
							21. Wipe off particles of dust or dried ink (hickies) from plate	
							22. Perforate and score on press	
							23. Run solid color	
							24. Run screens/halftones	
							25. Run multi-color work using PMS colors	I2
							26. Run process color job	
							27. Print single color job on carbonless paper	
							28. Set gauge for spray powder	
							*29. Remove plate and gum, if necessary	

								*30. Wash press and ink rollers	
								31. Remove, clean, and store dampening systems	
								32. Identify minor mechanical malfunctions	PM4
								33. Lubricate press	PM3
								*34. Perform preventive maintenance on press	PM3
								35. Observe lock-out/tag-out procedures	
								Other:	

0	1	2	3	4	5	6	M. Perform finishing operations consistent with industry and safety standards	GATF
							*1. Jog paper manually or by machine	
							*2. Prepare cutting layout	B1.2
							*3. Make cuts according to cutting sequence or other instructions given	B1.1
							*4. Cut paper with single-knife hydraulic paper cutter	B1.1
							5. Set up and run folder	B2.1
							6. Perforate/score with wheel attached to delivery end of paper folder	B2.2
							7. Perform saddle-wire binding (wire staple)	B4.2
							8. Perform side-wire binding (wire staples)	B5.1
							9. Identify different binding methods and their uses (e.g., perfect, thermal, and case binding)	B5.1
							10. Perform spiral wire or plastic cylinder binding	
							*11. Perform padding	
							*12. Pad carbonless stock	
							*13. Trim job after binding	B3.5
							*14. Drill stock	B5.1
							*15. Gather and collate by hand and machine	B5.1
							16. Perforate/score using rotary perforating machine	B2.2
							17. Perform preventive maintenance on finishing equipment	PM2, PM3
							Other:	

0	1	2	3	4	5	6	N. Identify and handle papers consistent with industry standards.	GATF
							*1. Receive paper, check invoices, check for damage in transit and store	
							*2. Handle paper without damaging, spilling or shifting its load in stock	

								*3. Count paper (inventory)	
								*4. Identify paper weights, types, and grain	
								Other:	

0	1	2	3	4	5	6	O. Prepare and package printed products for mailing	GATF
							1. Perform heat shrink wrapping	
							2. Box completed job	
							3. Band packages	
							4. Address labels on package	M&D2.1
							5. Weigh letters or packages on postal scale to determine mailing costs	M&D2.1
							6. Sort addresses for product labeling	M&D2.1
							7. Prepare mailings for postal delivery	
							Other:	

0	1	2	3	4	5	6	P. Perform specialty operations	GATF
							1. Use numbering machine	
							2. Laminate materials	
							Other:	

0	1	2	3	4	5	6	Q. Demonstrate leadership skills in the classroom, industry, and society	GATF
							1. Demonstrate an understanding of VICA, its structure, and activities	
							2. Demonstrate an understanding of one's personal values	
							3. Perform tasks related to effective personal management skills	
							4. Demonstrate interpersonal skills	
							5. Demonstrate etiquette and courtesy	
							6. Demonstrate effectiveness in oral and written communication	
							7. Develop and maintain a code of professional ethics	
							8. Maintain a good professional appearance	
							9. Perform basic tasks related to securing and terminating employment	
							10. Perform basic parliamentary procedures in a group meeting	
							Other:	

0	1	2	3	4	5	6	Explain and demonstrate skills in a specialization area identified by the instructor	GATF
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							Other:	